



J O B D E S C R I P T I O N

Lillie Rice Center, Inc.



TITLE:
FLOOR CARE SPECIALIST – OTHER



IMMEDIATE SUPERVISOR:
As assigned

SUPERVISION GIVEN:
As assigned.

REQUIREMENTS:

1. EDUCATION:
 1. High School Diploma or G.E.D.
2. EXPERIENCE:
 1. Two years of commercial janitorial experience, to include (but not limited to) experience in:
 1. Stripping, waxing and sealing of vinyl, tile, and terrazzo floors.
 2. Operation of machine scrubbers and buffing/stripping machines.
 3. Dust, and damp, mopping.
 4. Carpet vacuuming and spot cleaning.
 5. Carpet and upholstery cleaning, utilizing extraction machines.
 6. Restroom cleaning.
 7. Window washing.

SPECIAL SKILLS & ABILITIES:

1. *Must* know how to do complex commercial janitorial tasks, and be a good janitorial role model.
2. *Must* be knowledgeable of proper procedures and have strong quality discrimination skills in the janitorial field.
3. *Must* be able to work alongside individuals with disabilities, on janitorial tasks, and be sensitive to the special needs of persons with developmental disabilities.
4. *Must* have the ability to work with minimum supervision and have good independent decision making skills.
5. *Must* be able to pass a criminal background check.
6. *Must* have a valid driver's license and no serious driving violation within the past 3 years.
7. *Prefer* current First Aid & CPR cards, or be able to obtain them.

JOB DESCRIPTION

Janitorial Contract Laborer & Other

8. *Prefer* good writing, communication, and math skills.

DUTIES & RESPONSIBILITIES, GENERAL:

1. Report for work promptly, at designated times.
2. Be able to read, understand, and implement contract specifications for the job.
3. Assist in performing quality control inspections, per contract requirements.
4. Assist in maintaining quality control requirements, possibly re-performing program participants' jobs.
5. Maintain equipment used on the job.
6. Keep supply and quality inventory on each job assigned.
7. Requisition supplies, materials and equipment from assigned personnel.
8. Know what to do for special problems that might arise in daily maintenance, i.e., how to remove gum and stains from carpets. Ask, first, if unsure.
9. Check completed tasks for quality.
10. Keep records as assigned.
11. Report any deficiencies, shortcomings, broken items, damages, etc., to the assigned supervisor.
12. Attend all assigned meetings, i.e., safety, staff, program, agency.
13. Assist in job setup and cleanup.
14. Be willing to perform other duties as assigned.